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1 a: are you ready to place your order now ? b: the order will be mailed to you next week .
a: is it going to the head office ? b: no, i think it is going to be mailed to your local branch . a:你们准备好下订单了吗 ? b:下星期就寄给你们。 a:寄到总公司 ? b:不，寄到分社。 2 a: thank you very much for the order . b: we appreciate your fast service . a: we do the best we can . b: we ' ll be calling you again next month . a:谢谢你的订货。 b:麻烦你会尽力处理，谢谢。 a:我们会尽力而为。 b:下个月我们会再打电话给你。 3 a: we haven ' t received your order yet. b: it was mailed last week . a: i ' ll check the office one more time . b: and i ' ll see if there was any mistake on our end . a:您的订单我们还没收到。 b:上个礼拜我们还没收到。 a:我再跟公司查一下。 b:我这边也会看看是否有什么差错。 4 a: we need to make a change on our last order . b: what was the order number? a: it was j-223,just double the second item . b: sure ,i ' ll be glad to take care of it for you . a:上回的订单我们需要更改。 b:订单号码多少 ? a:j223。第二项的订量要加倍。 b:好的，没问题，乐于为你服务。 5 a: i ' m here to see the purchasing agent . b: he ' s not in his office at the moment. a: may i wait ? b: yes ,he should return soon . a:我是来拜访采购经理的。 b:他现在不在办公室里， a:我等他一下没关系吧 ? b:请，他应该很快就会回来。 6 a: i ' m the purchasing agent here . b: i ' d like to give you one of our new catalogs . a: i ' ll put it in my files . b: thank you very much ,

a:我是这里负责采购的 b:我们有新目录想给你 a:我会将它归档。
b:非常谢谢你。 7 a: do you usually buy in large quantities ? b:
our standard order is 500cases at a time . a: we can handle an order
that size very easily. b: we ' ll let you know the next time we need to
place an order . a:你们的订购量通常都很大吗？ b:我们的标准
订量是一次500箱。 a:这种量我们做起来很容易。 b:下次需要
订购时我们会通知你。 8 a: if i place an order now ,when would
you be able to ship it ? b: that all depends on the size of the order .
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